

University of Illinois at Urbana-Champaign  
**Division of Responsibility (DoR) Guidelines**

Campus Administrative Manual  
*Section VI-A-2*

INTRODUCTION:

The following list, which is not all-inclusive, outlines the financial responsibility of F&S and Departments for the operation and maintenance of the listed items. Generally, the Department shall be financially responsible for items considered non-standard or special materials that the Department requests or for Departmental use; and Departments occupying previously-constructed space shall inherit the DoR of that space and its accompanying items. Generally, F&S shall be financially responsible for maintaining items normally installed by F&S and paid for with Departmental funds, provided that (a) the Department and F&S have an agreement stating such an arrangement prior to installation of the items; and (b) the work must be performed within the guidelines of the University of Illinois Facilities Standards (referred to below as “standard”) and applicable building codes. The Department should consult the current DoR or contact the DoR Coordinator with questions.

F&S Responsibility	Department Responsibility
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Building – Exterior (Section A)	Building – Exterior (Section A)
1. Standard doors and hardware, including overhead doors for general building access (e.g., at a loading dock), and sliding doors located at public entrances.	1. Non-standard doors and hardware, including overhead doors requested by a Department or for Departmental use. Screen doors.  Door/card access systems and related hardware for Departmental use.
2. Standard fencing required at loading docks, dumpster areas, and general building mechanical/electrical units. Post and chain fencing.	2. Special fencing and fencing requested by a Department or for Departmental use.
3. Specified greenhouses: #0131 Turner Hall Greenhouses (cost split), #0134 Natural History Survey Greenhouse, #0256 Plant Sciences Laboratory.	3. Any other greenhouses.
4. Exterior windows and hardware, including storm windows.  Window screens for operable windows and those required at food preparation facilities.  Standard-color tinted glass. Special glass (e.g. frosted) at public restrooms.	4. Storm windows requested by a Department or for Departmental use and installed after 6/30/2014.  Special glass (e.g., non-standard color tinted, fritted, frosted, opaque, or engraved) requested by a Department or for Departmental use. Note: <i>Facilities Standards</i> discourage non-standard tinted glass.
5. Standard lighting for general illumination.	5. Non-standard, special lighting (e.g., bollards, decorative fixtures, or spotlights), and those not required for general illumination.
6. Standard building signage. See CAM Section VIII-12.	6. Non-standard signage including digital and electronic signage. Mounted letters or numbers requested by a Department or for Departmental use.
7. Green/vegetative roofs and associated items.	7. Green/vegetative roof and associated items requested by a Department or for Departmental use.
8. Flower pots and urns.	8. Flower pots and urns requested by a Department or for Departmental use.
9. Irrigation systems.	9. Irrigation requested by a Department or for Departmental use.
10. Standard concrete trash receptacles.	10. Trash receptacles requested by a Department or for Departmental use.
11. Solar collectors and photovoltaic systems and equipment.	11. Solar collectors and photovoltaic systems and equipment requested by a Department or for Departmental use.
12. Hose bibbs in the turf and those attached to and fed from the building.	12. Hose bibbs requested by a Department for Departmental use. Hose reels.
13. The ground-based flag pole at #0005 (Kenney) Gym Annex.	13. Flag poles. Ground based and roof mounted flag poles at #0006 Armory.
14. Exterior kiosks.	14. Exterior kiosks requested by a Department or for Departmental use.

<b>F&amp;S Responsibility</b>	<b>Department Responsibility</b>
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<b>Building – Exterior (Section A) Continued</b>	<b>Building – Exterior (Section A) Continued</b>
15. Standard concrete benches.	15. Non-standard benches or other site furniture requested by a Department or for Departmental use.
16. (Intentionally not used.)	16. Art, sculptures, murals, and other décor.
17. Standard roofs, gutters, and downspouts.	17. Other special exterior items requested by a Department or for Departmental use.
18. Tuckpointing.	
19. Lightning protection.	
20. Routine pest control services.	
21. ADA Ramps, handrails, and related signage.	
22. Standard bike racks.	
23. Commemorative trees per CAM policy IV-6 – Campus policy for commemorative trees, plantings, objects and plaques.	
24. Painting of exterior surfaces.	
25. Snow removal at building entrances, ADA ramps, sidewalks, drives, docks, parking lots, and streets as implemented by a combination of Building Service Workers, Grounds, Operating Engineers, and Transportation.	

F&S Responsibility	Department Responsibility
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Building – Interior (Section B)	Building – Interior (Section B)
1. Standard doors and hardware including hinged, folding, shutter, sliding, Dutch, coiling, and fire doors.	1. Specialized department and laboratory doors (e.g., lead lined) and hardware, including overhead doors and openers. Non-standard hardware (e.g., door seals).
2. ADA door/access control, operator, and related hardware.	2. Door/card access systems and related hardware requested by a Department or for Departmental use.
3. Manual window blinds and window shades on exterior windows.  Manual black-out shades on windows in general use classrooms.	3. Window blinds and window shades on interior windows, interior doors, and exterior doors, and any motorized blind or shade. Black-out shades on interior and exterior windows requested by a Department or for Departmental use. Motorized and manual curtains and draperies.
4. General interior painting of standard finishes (e.g., gypsum board, plaster, masonry, wood paneling, or wood trim).	4. Specialty painting (e.g., speckled, multi-color, or graphics).
5. Stain, varnish, and maintenance of wood trim.  Stain, varnish, and maintenance of wood paneling and expanses of wood in public areas.	5. Stain, varnish, and maintenance of wood paneling and expanses of wood in non-public areas or requested by a Department or for Departmental use.
6. Signage: Code required room numbers and directional building signage to places such as stairs, elevators, and restrooms.	6. Signage: Nameplates, door lettering, and Departmental signage, including combination name/number room signage, and directories.
7. Standard handrails.	7. Non-standard handrail supports or infill (e.g., glass and special metal materials) requested by a Department or for Departmental use.
8. Closet shelves and coat rods in public spaces.	8. Permanent coat racks and hooks requested by a Department or for Departmental use. Moveable coat racks and hooks.
9. Standard flooring such as concrete (e.g., standard sealer and hardener, polished, or stained), vinyl tile (includes static control), rubber tile, hard tiles (e.g., ceramic, quarry, or terrazzo tile), terrazzo, and non-gym wood* floor.  *This floor type if installed prior to 7/01/2014.	9. Non-standard flooring (e.g., carpet, sheet flooring, epoxy, resinous, fluid applied, athletic, special coating, cork tile, non-gym wood*, or gym).  *This floor type if installed after 6/30/2014 or requested by a Department or for Departmental use.
10. Ceramic and hard wall tile at public water fountains and public restrooms.	10. Wall tile requested by a Department or for Departmental use.
11. Standard 2x2 (non-standard is 2x4*) lay-in ceiling tile (including reveal and beveled tile) and standard 15/16" wide (non-standard is 9/16" wide) grid. Water-resistant ceiling tile in public restrooms. Hard ceilings: Gypsum board and plaster. Metal* ceiling and tile/grid. Spline* ceiling.  *These ceiling types if installed prior to 7/01/2014.	11. Non-standard or special ceiling tile (e.g., vinyl, 2x4*, metal*, and spline*) and grid (e.g., 9/16" wide), and special ceiling trim.  Decorative ceilings requested by a Department or for Departmental use.  *These ceiling types if installed after 6/30/2014 or requested by a Department or for Departmental use.

F&S Responsibility	Department Responsibility
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Building – Interior (Section B) Continued	Building – Interior (Section B) Continued
12. Cabinetry, casework, and associated tops in public areas (not requested by a Department or for Departmental use).	12. Cabinetry, casework, and associated tops in public areas requested by a Department or for Departmental use, and in non-public areas.
13. Normal pest control services when presence is reported to the service office – includes cockroaches, rats and mice (except in farm areas), silverfish, clothes moths, termites, fleas, bees and wasps (where necessary to protect staff and students), and mites. Pest animal removal.	13. Special pest control for animal rooms, farm areas, and fly control.
14. Door lite including sidelite and transom. Interior windows. Interior storefront and curtain wall. Special glass (e.g., frosted) at public restrooms.	14. Special interior glass (e.g., fritted, frosted, opaque, engraved, or tinted).
15. Fire hose cabinets.	15. Animal cages, feeders, Departmental carcass disposal, and related odor control.
16. Toilet partitions.	16. Lock changes, rekeying, and key duplication. Only F&S is authorized to duplicate keys.
17. General gypsum board, plaster, and masonry.	17. Special wall coverings (e.g., wallpaper, vinyl wall covering, or metal screening).
18. Window draft deflectors in public restrooms.	18. Window draft deflectors in areas other than public restrooms.
19. Raised floor (e.g., elevated or computer floor) for general heating and cooling distribution or otherwise not requested by a Department or for Departmental use.	19. Raised floor requested by a Department or for Departmental use such as in computer rooms.
	20. Observation windows.
	21. Movable and folding partitions and walls. Note: <i>Facilities Standards</i> indicates that folding partition walls should be avoided.
	22. Soundproof rooms, soundproofing, and light proofing.
	23. Shelving in Departmental storerooms.
	24. Damage to walls and floors due to Departmental animals.
	25. Equipment, enclosures, and fixtures for gymnasias, swimming pools, art and sculpture, therapy and theater areas, including dressing room facilities.
	26. Scenery, presses and newspaper equipment, library furniture and equipment, booths, film storage and equipment, rifle and pistol ranges and firemen’s training tower (complete).

**F&S Responsibility**

**Department Responsibility**

Plumbing (Section C)	Plumbing (Section C)
<p>1. Plumbing fixtures (e.g., sinks, lavatories, toilets, urinals, or mop sinks) and toilet accessories (e.g., mirrors, soap dispensers, sanitary napkin cabinets, paper towel dispensers, grab bars, or toilet paper dispensers) in public restrooms.</p>	<p>1. Plumbing fixtures (e.g., sinks, lavatories, toilets, or urinals) and toilet accessories (e.g., soap and paper towel dispensers) in private restrooms.</p> <p>Mirrors other than those in public restrooms.</p> <p>Plumbing fixtures and toilet accessories in conference rooms, classrooms, lounges, offices, seminar rooms, kitchenettes, and laboratories (e.g., sinks, eye washes, or soap and paper towel dispensers), and other Departmental fixtures.</p>
<p>2. Piping for potable water, soil piping, and natural gas for the various distribution systems from the utility supply to inside room penetration (at the floor line below Departmental Equipment, the ceiling line above, or to and in the wall adjacent to the fixture).</p>	<p>2. Piping for potable water, soil piping, and natural gas from the fixture to the room penetration at the floor line below equipment, the ceiling line above, or to the wall, including shutoff valves and controls for Departmental Equipment and fixtures.</p> <p>Return and waste piping down to the room penetration at the floor line below equipment for Departmental Equipment and fixtures.</p>
<p>3. General building use sump pumps, sewage ejectors, domestic hot water heaters, and water softeners.</p>	<p>3. Water softener system requested by a Department or for Departmental use.</p>
<p>4. Showers available to all university staff, faculty, and students.</p>	<p>4. Showers requested by a Department or for Departmental use. Safety showers.</p>
<p>5. Public drinking fountains.</p>	<p>5. Special gas systems (e.g., nitrogen, hydrogen, helium argon, or chlorine) requested by a Department or for Departmental use.</p>
	<p>6. Special plumbing systems (e.g., non-potable, reverse osmosis system, deionizing water system, purified or clean water system, process lab water, compressed air, vacuum system, acid waste system, or filtering system) or other specialized plumbing system requested by a Department or for Departmental use.</p>

<b>F&amp;S Responsibility</b>	<b>Department Responsibility</b>
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<b>Heating, Ventilation and Air Conditioning (HVAC) (Section D)</b>	<b>Heating, Ventilation and Air Conditioning (HVAC) (Section D)</b>
<p>1. Ventilating equipment and ductwork for the general ventilation and exhaust of the building.</p>	<p>1. Vent piping and exhaust ductwork for Departmental Equipment (e.g., fume hoods, supply/return fans) to the atmosphere above the roof line or to the F&amp;S approved "tie-in" points.</p>
<p>2. Heating, air conditioning, refrigeration, and ventilation units and systems for general heating and cooling of the building, including ductwork, and heating and chilled water piping, excludes research equipment.</p> <p>Steam, steam condensate, and temperature control equipment for general distribution systems, and for equipment of Departmental use to inside room penetration (at the floor line below, the ceiling line above, or to and in the wall).</p>	<p>2. Heating, air conditioning, refrigeration, and ventilation units requested by a Department or for Departmental use, including built-in or movable cold/warm boxes, environmental rooms, growth chambers, etc., or associated equipment and services.</p> <p>Ductwork and piping to the room penetration (at the floor line below equipment, the ceiling line above, or to the wall, including shutdown valves and controls) for equipment requested by a Department or for Departmental use.</p> <p>High pressure steam and condensate systems requested by a Department or for Departmental use.</p>
<p>3. Air compressors used for general building temperature control and the temperature control system for general temperature control of the building.</p>	<p>3. Special control equipment required on general systems requested by a Department or for Departmental use, and other control equipment requested by a Department or for Departmental use (e.g., valves, gages, monitoring devices, compressors, etc.).</p>
<p>4. Humidification and dehumidification systems for general heating and cooling.</p>	<p>4. Humidification and dehumidification systems requested by a Department or for Departmental use.</p>
<p>5. Occupancy sensor systems for HVAC.</p>	<p>5. Window air conditioners (including sash, screen, glass and blind/shade modifications), and related winter covers and bird/insect control screening.</p>
	<p>6. HEPA, carbon, or special filtration systems for departmental use.</p>

F&S Responsibility	Department Responsibility
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Electrical (Section E)	Electrical (Section E)
1. Standard lighting for general illumination.	<p>1. Lighting not required for general illumination (e.g., extra can lights).</p> <p>Non-standard lighting (e.g., track lighting, task lighting, desk and floor lights, lights in display cases, and lights associated with bulletin boards).</p> <p>Specialty lights, lamps, and ballasts requested by a Department or for Departmental use.</p>
2. Light dimming equipment, ballasts, and associated lighting for non-departmental use.	2. Dimming equipment and associated ballasts requested by a Department or for Departmental use.
3. Programmable and non-programmable light control systems (including hard-wired, contact, relay, and addressable type systems), and associated ballasts, occupancy sensors, and related equipment (excluding dimming and timing systems and equipment).	<p>3. Specific light control systems requested by a Department or for Departmental use.</p> <p>Timers and associated equipment requested by a Department or for Departmental use.</p>
4. Smoke detection and fire alarm systems.	4. Special detection systems requested by a Department or for Departmental use.
5. Electric clocks in public corridors and general use classrooms (unless designated as Departmental).	5. Electric clocks other than those in public areas and general use classrooms. Non-electric clocks.
6. General building electrical distribution and electric distribution systems to the point at which current is taken to supply utilization equipment (e.g., to the disconnect switch or receptacle outlet).	<p>6. Electric systems and controls from equipment to and including the disconnect switch and receptacle, etc., within sight and within 10 feet of the apparatus as required by code.</p> <p>Breakers, receptacles, and raceways used for laboratory purposes. Departmental receptacles exceeding 120 Volts. Departmental-installed raceways. GFI breakers and GFI receptacles requested by a Department or for Departmental use.</p>
7. Emergency batteries or generators required only for life safety in accordance with <i>Facilities Standards</i> .	7. Emergency batteries or generators required for items other than life safety.
8. Class bells.	8. Radios, buzzer systems, telephone, public address, closed circuit TV systems, alarm systems (excluding fire alarm), towers, and antennae systems.
	9. Cable racks for Departmental systems.
	10. Recording equipment, audio rooms, annunciators, and signal systems.

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<b>Electrical (Section E) Continued</b>	<b>Electrical (Section E) Continued</b>
	<p>11. CITES maintains CITES AV &amp; telecommunication equipment, controls, raceway, cabling, racks, cable tray, jacks, &amp; projectors; CITES wireless microphones; CITES cabinets, casework, and podiums; CITES wireless networking equipment; CITES security cameras; CITES player for electronic sign while other electronic sign equipment, cabinet, and monitor is maintained by the Department; CITES cable television infrastructure. Departments maintain projection screens, projectors, cabinets, AV equipment, cable tray, and wireless networks in Departmental spaces for Departmental use.</p>

F&S Responsibility	Department Responsibility
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Custodial Services (Section F)	Custodial Services (Section F)
<p>1. Cleaning public drinking fountains.</p> <p>Cleaning plumbing fixtures in public restrooms, classrooms, lounges, and conference rooms.</p> <p>Cleaning mirrors in public restrooms and classrooms. Cleaning interior glass, including the exterior face of glass fronted display cases and bulletin boards.</p>	<p>1. Cleaning mirrors, sinks, toilets, showers, refrigerators, and similar items in laboratories, offices, private restrooms, kitchenette, café, etc.</p> <p>Cleaning the interior face of glass enclosed bulletin boards and display cases.</p>
<p>2. Furnish custodial supplies for public restrooms, classrooms, laboratories, offices, lounges, conference rooms, and kitchenettes, (limited to toilet paper, paper towels, and liquid soap).</p>	<p>2. Other consumable supplies in public restrooms, classrooms, laboratories, offices, lounges, conference rooms, and kitchenettes.</p> <p>Consumable supplies for private restrooms, cafes, and other special areas.</p>
<p>3. Collection and removal of trash and recyclable waste resulting from normal use of public restrooms, classrooms, laboratories, offices, lounges, conference rooms, private restrooms, and kitchenettes (when trash is deposited in wastebaskets and recyclables into proper containers).</p>	<p>3. Trash and recyclable waste removal that is in excess of the amount generated from normal use of laboratories, offices, lounges, conference rooms, private restrooms, and kitchenettes.</p> <p>Trash and recyclable waste from cafés.</p>
<p>4. Closing windows and locking basement and first floor windows.</p>	<p>4. Locking of other windows.</p>
<p>5. Routine dust mopping of floors, except non-approved carpet and painted floors.</p>	<p>5. Cleaning requests beyond the standard cleaning performed at F&amp;S expense, as well as requests for cleaning outside of the normal cleaning schedule.</p>
<p>6. Periodic cleaning, buffing, and refinishing of floors.</p>	<p>6. Refinishing of floors with a special finish or sealer, such as epoxy.</p>
<p>7. Routine cleaning and periodic vacuuming of approved carpet.</p> <p>Periodic carpet extraction of approved carpet.</p>	<p>7. Cleaning of non-approved carpet. (See also CAM VIII-13).</p> <p>Departmental request for special carpet extraction or a higher frequency of cleaning for approved carpet.</p>
<p>8. Unlock and lock buildings daily, including weekends, once per day as per daily schedule developed by Facility Management and Scheduling.</p>	<p>8. Unlock or lock a building outside of the daily schedule developed by Facility Management and Scheduling.</p>
<p>9. Consult the service office for the current routine custodial service.</p>	<p>9. Cleaning of curtains, drapes, and motorized drapes. (See also CAM VIII-13).</p>
<p>10. Cleaning of whiteboards in general use classrooms.</p>	<p>10. Cleaning of painted floors.</p>

F&S Responsibility	Department Responsibility
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Miscellaneous Items (Section G)	Miscellaneous Items (Section G)
1. General fire suppression <sup>1</sup> .	1. Special fire suppression systems (e.g., dry, inert gas, or chemical) and fire suppression requested by a Department or for Departmental use. <sup>1</sup>
2. Fire extinguishers within 75' of any location. <sup>1</sup>	2. Departmental fire extinguishers where special hazards exist. <sup>1</sup>
3. Fountains and memorials with associated endowed maintenance funding.	3. Fountains and memorials without associated endowed maintenance funding and those requested by a Department or for Departmental use.
4. (Intentionally not used).	4. Pictures, art, sculptures, murals, donor wall, and other décor.
5. Built-in walk-off mats at public entrances.	5. Built-in walk-off mats at non-public entrances requested by a Department or for Departmental use.
6. Furniture as noted in general use classrooms and lecture rooms.	6. Furniture, shelving, stacks, carrels, chalkboards, equipment, cases, etc., in offices, seminar rooms, lounges, conference rooms, laboratories, public spaces, public restrooms, etc.
7. Freer (#0064) pool and associated equipment.	7. Swimming pool enclosures and fixtures. Swimming pool, associated equipment, and water treatment systems and equipment.
8. Lockers and locker benches in locker rooms available to all university staff, faculty, and students.	8. Lockers and locker benches requested by a Department or for Departmental use, including those in laboratories.
9. Hand-drying equipment in public restrooms.	9. Open and glass enclosed bulletin boards, directories, pegboards, and associated lighting requested by a Department or for Departmental use.
	10. Mail cubicles and drops.
	11. Whiteboards. (Whiteboards in general use and unassigned classrooms are maintained by the Provost.)
	12. Portable fan, ice machine, kitchen/kitchenette, washer, dryer, and other appliances.
	13. Interior information kiosks requested by a Department or for Departmental use.
	14. Computer network systems and related cabling belonging to the various Departmental entities.
	15. Equipment and specialized items requested by a Department or for Departmental use.
<sup>1</sup> See <b>Additional Departmental Responsibilities: Code Compliance and Fire Safety</b> for more information.	16. Security measures for the protection of Departmental property and Departmental Equipment (e.g., alarms, sensors, and cameras).

F&S Responsibility	Department Responsibility
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<p><b>General Use Classrooms &amp; Lecture Rooms as designated by Facility Management &amp; Scheduling (Section H)</b></p> <ol style="list-style-type: none"> <li>1. Standard fixed and moveable furniture such as lecterns and platforms, instructor’s desk, seating (e.g., fixed, loose chairs, tablet arm chairs), and permanent coat racks.</li> <li>2. Cabinetry, casework, and associated tops.</li> <li>3. Wastepaper baskets and recycling containers.</li> <li>4. Permanently mounted manual projection screens.</li> <li>5. Bypassing and fixed chalkboards – including cleaning and replacement of white chalk and erasers.</li> </ol>	<p><b>General Use Classrooms &amp; Lecture Rooms as designated by Facility Management &amp; Scheduling (Section H)</b></p> <ol style="list-style-type: none"> <li>1. Moveable coat racks, special furniture, special equipment, and special casework.</li> <li>2. Cabinetry, casework, and associated tops for departmental use. CITES maintains cabinetry dedicated to CITES equipment.</li> <li>3. CITES maintains CITES AV equipment, controls, raceway, cabling, racks, cable tray, jacks, and projectors; CITES wireless microphones; CITES cabinets, casework, and podiums; CITES assisted listening system.</li> <li>4. Motorized projection screens are maintained and replaced by Provost.</li> <li>5. Other items maintained and replaced by the Provost include: window A/C Units, ceiling fans, whiteboards, and specialized flooring. Furniture and manual pull down screen replacement only.</li> </ol>
<p><b>Lifts and Conveyance (Section I)</b></p> <ol style="list-style-type: none"> <li>1. Wheelchair lifts and elevators (including passenger, freight, and sidewalk elevators) for public use.</li> </ol>	<p><b>Lifts and Conveyance (Section I)</b></p> <ol style="list-style-type: none"> <li>1. Elevators, dumbwaiters, trayveyors, dock boards, pneumatic tube systems, etc., requested by a Department or for Departmental use, including special finishes and lighting.</li> </ol>
<p><b>Grounds and Waste Management (Section J)</b></p> <ol style="list-style-type: none"> <li>1. Hauling of waste and recycling resulting from normal building usage.</li> <li>2. Standard concrete trash cans.</li> <li>3. Grounds maintenance (trees, shrubs, etc.)</li> </ol>	<p><b>Grounds and Waste Management (Section J)</b></p> <ol style="list-style-type: none"> <li>1. Hauling of excess waste and recycling.</li> <li>2. Departmental requested or installed trash cans.</li> <li>3. Special grounds maintenance requested by a Department or for Departmental use.</li> </ol>

**Utilities**

A state-supported campus utilities fund pays for utilities for state-supported campus units. Non state-supported units (e.g., Auxiliaries) must pay for their own utilities.

## **Additional Departmental Responsibilities**

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1. Departments shall be financially responsible for costs resulting from misuse of facilities, vandalism, accidents, or substandard installations. Examples include, but are not limited to:
  - A. Overloading electrical circuits.
  - B. Excessive use of water.
  - C. Misuse of drains by plugging or discharge of oil and corrosive materials, animal bedding, etc. Replacement of defective piping and removal of stoppage will be Departmental expense.
  - D. Damage to Departmental water-cooled equipment caused by absence of low pressure and/or high temperature automatic cutouts on equipment.
  - E. Failure to install vacuum breakers on potable service water connections.
  - F. Damage to building or contents caused by Departmental Equipment or misuse.
  - G. Unauthorized use of chair lifts to move freight.
2. Departments shall be financially responsible for costs of disposal for equipment and specialized installations no longer used.
3. Departments shall provide F&S personnel access to mechanical areas within the Department.
4. Departments shall not store Departmental Equipment or materials in mechanical equipment rooms.
5. Departments shall not use electric heaters for space heating without the specific authorization of F&S for such use on a temporary basis. Departments shall report problems relating to heating to F&S.

### **Campus Code Compliance and Fire Safety 217-265-6552**

Generally, Campus Code Compliance and Fire Safety ("CCC&FS") will provide, at its expense, fire extinguishers within 75 feet of any location. When special hazards exist, such as in laboratories and shops, additional fire extinguishers of varying types and sizes will be required. For new buildings or for alterations, Departments may obtain these additional extinguishers from capital improvement funds. Otherwise, Departments must pay for and maintain fire extinguishers for new hazards or newly-identified existing hazards.

Departments may request recommendations pertaining to type, size, and location of fire extinguishers from CCC&FS. Departments must requisition all requests for fire extinguishers from CCC&FS so that CCC&FS can inspect and test fire extinguishers as required by state law and maintain an inventory and inspection record of all fire extinguishers.

### **Responsibility of Entities other than F&S or the Department**

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The following items are typically maintained by others campus units:

#### **CITES (Campus Information Technologies and Educational Services) 217-244-7000**

CITES is responsible for the design, coordination, and implementation of all on-campus low voltage media installation as well as changes for voice and data services. CITES provides consulting, planning, and coordination activities at no cost. CITES has the final review, approval, and acceptance authority for all telecommunications products and facilities.

CITES controls all media equipment in general use classroom space. Contact the CITES Help Desk at 217-244-7000 for assistance with passwords or networking or to report a problem with the media equipment.

Contact CITES for current information and conditions.

#### **Parking 217-333-3530**

The Parking Department is responsible for most parking facilities on campus (excluding Assembly Hall, Orchard Downs, Ashton Woods, and certain Illini Union facilities) including potholes, lighting issues, etc. To report an issue in a parking facility, please call 217-333-3530.